

## **INSTRUCTIONS FOR HIGH RISK SERVICE CONTRACTOR ENVIRONMENT, SAFETY AND HEALTH REQUIREMENTS**

These instructions provide an overview of the Laboratory's Environment, Safety and Health (ES&H) expectations for contractors. The Laboratory's expectations include a set of requirements which assures that contractors have a complete and integrated ES&H program and that their program be aggressively implemented. The Laboratory requirements are detailed in the Article entitled "Environment, Safety and Health," of the proposed contract and defines contractor ES&H requirements including the Laboratory's contractor disciplinary program.

### **I. Submittals**

Within ten days of award of the contract, the contractor must submit the following:

#### **A. Job Safety Analysis (JSA)**

The JSA is a detailed analysis of the steps taken to complete each phase of the job, a detailed analysis of the hazards of each of those tasks and the mitigation actions that will be taken to eliminate or minimize the exposure to those hazards. Further information on preparation of a JSA is available from the National Safety Council and other professional safety organizations. Attachment 1, High Risk Job Safety Analysis, ESH-209 (10/99), is a form that can be used to document the JSA and the Job Safety Orientation.

#### **B. Environmental Plan**

If required by the project scope of work, the successful Contractor shall submit an Environmental Plan which addresses the potential environmental impacts of this work.

1. If the work involves excavation, an erosion control plan will be required. This plan shall include the location and description of the area being excavated, the sewers, waterways, and roads to be protected, the erosion control measures to be installed, and a map of the area.
2. A description of the erosion control installation, maintenance and inspection procedures and schedules, and a plan for the removal of the erosion control measures should also be included.

#### **C. Contractor ES&H Representative**

This is the contractor's designated competent member of his organization responsible for the implementation of the contractor's ES&H Program on the Laboratory site. This member must have the authority to fulfill this responsibility and must be on site during the entire job.

The Laboratory will review and must approve the above submittals prior to the start of work. Typically, after approval of these submittals, a pre-job meeting is held by the procurement department to collectively review these documents and address open issues.

## II. Safety Orientations

Before any contractor employee is allowed to start work at the Laboratory, the contractor employee must attend the Contractor Safety Orientation and the Job Safety Orientation.

### A. Contractor Safety Orientation

A 1.5 hour training class provided by the Laboratory four days per week at 7:30 a.m. There is no cost to the contractor for this training.

### B. Job Safety Orientation

The contractor ES&H representative shall instruct each contractor employee on the details of the Job Safety Analysis for this work. Each contractor employee must read and sign the Job Safety Analysis and this document must be available at the job site at all times. Also, prior to starting work in some Laboratory buildings, the contractor employees must attend a Building Orientation.

## III. Job Site Postings

Other items that must be posted or available at the job site include MSDS sheets, DOE poster, emergency phone numbers, workers compensation notice, all permits and all approved hazard specific plans.

## IV. Tool Inspection

Prior to the use of tools, the Laboratory will conduct a tool and equipment inspection. Upon arrival, the Laboratory will inspect contractor tools for compliance with OSHA, ANL, and other applicable requirements and industry standards. Unsatisfactory tools must be tagged out of service and removed from the ANL site at the end of the work shift.

## V. Plans & Permits

As dictated by the scope of work and the mitigating actions necessary to address specific hazards, additional hazard specific plans or permits may be required.

The contractor shall work with the Laboratory in planning for, developing as needed, and obtaining approval of these plans and permits. Examples of these include, but are not limited to:

Open Flame Permit  
Electrical Hot Work Permit  
Respiratory Protection Plan  
Confined Space Entry Plan  
Asbestos Abatement Plan

Work Entry Permit  
Dig Permit  
Coring Checklist  
Fall Protection Plan  
Hoisting and Rigging

#### VI. Laboratory Site Rules and Safety Requirements

The Laboratory enforces a series of site rules and requirements. Not unlike other large sites, the Laboratory specifies unacceptable contractor employee acts or conduct, and provides a listing of site safety requirements addressing areas of frequent violation and/or serious hazard potential.

#### VII. Reportable Emergency Events

The contractor must immediately report by telephone, all accidents and unauthorized releases to the environment. A follow-up written report of the incident along with corrective action is mandatory.

The Laboratory has a well established contractor safety program. Our goal is for work at the Laboratory to be free of incidents that threaten the environment, the safety and health of contractor and Laboratory employees and the public, or the safety of personal, contractor or Laboratory property.

# High Risk Job Safety Analysis

## Attachment 1

This form is to be completed by the contractor and submitted to the Technical Representative for approval prior to work commencement. In addition this form is to be maintained at the job site where work is being performed.

**Job Title:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_ **Building/Area:** \_\_\_\_\_

### CONTRACTOR

**Contractor:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Foreman:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Page:** \_\_\_\_\_

**ESH Rep.** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Page:** \_\_\_\_\_

### ANL

**Technical Rep/  
Project Manager:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Divisional ES&H  
Coordinator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Page:** \_\_\_\_\_

**C.F.R.** \_\_\_\_\_

### ANL Approvals

☐ **Approved**

☐ **Approved as Noted**

☐ **Not Approved - Resubmit**

### DESIGNATED COMPETENT PERSON

**Excavation:** \_\_\_\_\_  
(29CFR:1926.650)

**Confined Space:** \_\_\_\_\_  
(29CFR:1026.21)

**Scaffolding:** \_\_\_\_\_  
(29CFR:1926.451)

ES&H Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Technical Representative \_\_\_\_\_ Date \_\_\_\_\_

ESH-EC (as needed) \_\_\_\_\_ Date \_\_\_\_\_

ESH-CS \_\_\_\_\_ Date \_\_\_\_\_

- The contractor ESH Representative must hold an Orientation with all employees prior to work identifying the hazards related to their Scope of Work and have each person sign the signature sheet attached.
- Identify location of **Emergency Telephones** and designated **Tornado Shelters** in relationship to the work site and provide phone numbers: **Laboratory Phone - 911, Cellular - 630-252-1911.**
- Emphasize compliance with **OSHA 29CFR:1926.**
- Utilizing the format on attached pages, identify hazards and safety precautions/procedures to mitigate hazards.

Phase of Work	Safety Hazard	Precautions/Safety Procedures

## Material Safety Data Sheets (MSDS)

Hazardous materials used on this site are:

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

Location of MSDS:

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

## Review of Emergency Routes and Assembly Point:

Basic Information

- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_

\*Use separate sheets as necessary.

## Basic Safety Rule Reminders:

1. Safety hat and safety glasses with side shields required as a minimum.
2. Inspect all tools and equipment for OSHA compliance before use.
3. Fall protection required when working heights above 6 feet when handrail or other fall protection is not provided.
4. Flag work areas and post warning signs.
5. Ground fault circuit interrupters (GFCI's) are required on all 110 and 120 volt receptacles.
6. Stairways, passageways, and access ways must be kept free of materials and equipment.
7. Orderly housekeeping shall be maintained.
8. Report all injuries/illnesses and near misses to the Technical Representative.
9. Metal ladders are prohibited.
10. **NO DUMPING OF ANY KIND SHALL BE PERFORMED ON SITE WITHOUT USE OF A QUALIFIED AND COMPETENT SPOTTER.** After dumping their loads, all trucks must lower their beds before driving away.

### Signature Sheet

Contractor: \_\_\_\_\_ Building/Area: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Company (not ANL) \_\_\_\_\_

Superintendent: \_\_\_\_\_ ES&H Rep: \_\_\_\_\_

**ES&H information relative to this job has been reviewed with me by my company ES&H representative.**

Name (please print)	Badge No	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

Note: Contractor representative will provide a copy of this sheet with initial signatures and all added signatures to the ANL Technical Representative.